



Office of Pharmacy Affairs Website

User Manual

PDF Version
Updated 9.8.2005

Public User Instructions

Introduction

These instructions are provided for Manufacturers, Wholesalers, Pharmacies and Entities to enable them to use the HRSA OPA website.

Access the public website at <http://opanet.hrsa.gov/opa/Login/MainMenu.aspx>.

Table of Contents

Using the Covered Entity Data Extract.....	page 3
Viewing the Covered Entity Query Electronic Lookup	page 4
Viewing the Covered Entity Query Text File	page 5
Using the Contracted Pharmacy Data Extract.....	page 6
Viewing the Contracted Pharmacy Electronic Lookup.....	page 7
Viewing the Contracted Pharmacy Query Text File	page 9
Using the Manufacturer Data Extract	page 10
Viewing the Manufacturer Data Electronic Lookup	page 11
Viewing the Manufacturer Query Text File	page 12
Download text file of whole database	page 12



Using the Contracted Entity Data Extract

The Covered Entity Tab

Step 1. Enter the following data (optional):

- 340B ID number
- Entity Name
- City
- State
- Zip Code
- Program Type
- Participating (yes or no)

Step 2. Select Output type (required):

- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):

- Quarter when Entity was added
- Quarter when Entity was terminated
- When Entity record was edited

Step 4. Click Submit Query button to view results.

Viewing the Covered Entity Query Results

Output Type as **Lookup** displays electronic results.

Covered Entity Data Extract

12162 record(s) found!

[Search Again](#)

340B ID	Entity Type	Entity Name	Sub Name	Address	Address (con't)	City	State	Start Date	Edit Date
BL030740	Black Lung Clinics Program	STONE MOUNTAIN HEALTH SERVICES	ST CHARLES HEALTH COUNCIL	DRAWERS, 100 MAIN STREET		ST CHARLES	VA	10/01/1999	04/05/2005
BL031700	Black Lung Clinics Program	CENTERVILLE CLINICS, INC.	J. A. YABLONSKI MEMORIAL CLINIC	1070 OLD NATIONAL PIKE RD.		FREDERICKTOWN	PA	04/01/1995	01/15/2004
BL040600	Black Lung Clinics Program	MOUNTAIN COMPREHENSIVE HEALTH CORP.	WHITESBURG MEDICAL CLINIC	226 MEDICAL PLAZA LANE	PO BOX 40	WHITESBURG	KY	10/01/2004	01/05/2005
BL040600	Black Lung Clinics Program	MOUNTAIN COMPREHENSIVE HEALTH CORP.	LEATHERWOOD/BLACKY MEDICAL CLINIC	464 KENTUCKY HWY 699		CORNETTSVILLE	KY	10/01/2004	01/05/2005

1. Click on any column heading to sort the data in that column (ascending order)
2. Click on the 340B ID for detailed Contract Record (see Example 1A of detailed Covered Entity screen below)

Example 1A: View Detail on a Covered Entity Look up

Covered Entity

Covered Entity Information

Entity Name: HUDSON HEADWATERS HEALTH NETWORK
 Sub-Division Name: CHESTER HEALTH CENTER
 Address: 6381 STATE ROUTE 9 PO BOX 747
 CHESTERTOWN, New York 12817
 Billing Address: 6381 STATE ROUTE 9 PO BOX 747
 CHESTERTOWN, New York 12817
 Comments: NEW CONTACT INFO

Shipping Addresses

Address	Address (con't)	City	State	Zip
6381 STATE ROUTE 9	PO BOX 747	CHESTERTOWN	NY	12817

Contracted Pharmacies

Link to Pharmacy	Name	Address	Address (con't)	City	State	Zip	Begin Date	Termination Date
Link	PRICE CHOPPER PHARMACY #40	US RTE 9 AND UPPER GLEN STREET		GLENS FALLS	NY	12801	01/01/2002	
Link	THE GOLUB CORP. DBA HOUSE CALLS PHARMACY	3761 MAIN STREET		WARRENSBURG	NY	12885	02/01/2004	

340B Program Information

340B ID: CH02179A
 Entity Type: Consolidated Health Center Program
 Funding Streams: CH
 Participating: YES
 Participating Start Date: 4/1/2001
 Termination Date:
 Grant/Provider Number:
 Medicaid Number: N/A
 Alternative Methods: YES

Covered Entity Authorizing Official

Signed:
 Title:
 Date Signed:
 Phone:
 Email:

Covered Entity Contact Information

Name: JOHN K. RUGGE, JR., MD
 Title: CEO
 Phone:
 Fax:
 Email:

Other Related 340B Entities

Detail	340B ID	Entity Name	Sub-Division Name	Address	Address (con't)	City	State
Detail	CH02179L	HUDSON HEADWATERS HEALTH NETWORK	QUEENSBURY HEALTH CENTER	14 MANOR DRIVE		QUEENSBURY	NY
Detail	CH02179B	HUDSON HEADWATERS HEALTH NETWORK	NORTH CREEK HEALTH CENTER	ROUTE 28 SKI BOWL ROAD	PO BOX 420	NORTH CREEK	NY
Detail	CH02179H	HUDSON HEADWATERS HEALTH NETWORK	STAFFORD COMMUNITY CENTER	2 WICKER STREET		TICONDEROGA	NY
Detail	CH02179E	HUDSON HEADWATERS HEALTH NETWORK	SCHROON LAKE HEALTH CENTER	24 FAIRFIELD AVENUE	P.O. BOX 292	SCHROON LAKE	NY

[Back to List](#) [Search Again](#)

Covered Entity Detail Includes:

- Entity Name
- Sub-division Name
- Address
- Billing Address
- Shipping Address
- Comments
- 340B Program Information
- Additional Shipping Addresses
- Authorizing Official
- Contact Information
- Other Related Entities (view related entity details by clicking on the **Detail** option)

On the Covered Entity Detail Screen:

1. View the Entity Information
2. View the Contracted Pharmacy data (click [link](#) to view Pharmacy record)
3. View 340B information
4. View detailed information on Related Entities (click [detail](#))



Viewing the Covered Entity Query Results (continued)

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

	A	B	C	D	E
1	Entity Name	Entity Sub-Division	ID_340B	Entity Type	Address 1
2	WEBSTER COUNTY HEALTH DEPARTMENT		FP002293	FP	WASHINGTON ST
3	CARROLL COUNTY HEALTH DEPARTMENT		FP301800	FP	1004 NEWNAN RD
4	DISTRICT 9 2	SOUTHEAST HEA	FP315016	FP	1101 CHURCH STREE
5	GLASCOCK COUNTY HEALTH	TB CLINIC	TB30810	TB	668 MAIN STREET WE
6	MCINTOSH COUNTY HEALTH	TB CLINIC	TB31305	TB	509 HIGHWAY 251
7	DHR DISTRICT 3 UNIT 4		TB30046	TB	320 WEST PIKE STRE
8	MURRAY COUNTY HEALTH DEPT		STD30705	STD	709 OLD DALTON-ELL
9	TIFT COUNTY HEALTH DEPARTMENT		FP317945	FP	305 E 12TH ST
10	NEWTON COUNTY HEALTH CENTER		FP302091	FP	5220 HWY 278
11	JENKINS COUNTY HEALTH D	TB CLINIC	TB30442	TB	709 VIRGINIA AVENUE
12	POLK COUNTY HEALTH DEP	TB CLINIC	TB30125	TB	125 EAST WARE STR
13	ALBANY AREA PRIMARY HLTH	E ALBANY MEDIC	FP317053	FP	1712 E BROAD AVE
14	TROUP COUNTY HEALTH DE	TB CLINIC	TB30240	TB	107 MEDICAL DRIVE

Excel spreadsheet allows you to view and sort the Covered Entity data.

Covered Entity data in an Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Billing, Shipping, Contacts and Signing information.

Using the Contracted Pharmacy Data Extract

The Contracted Pharmacy Tab

Home Covered Entity **Contracted Pharmacy** Manufacturer Daily Report

7/12/2005 11:47:26 AM

Contracted Pharmacy Data Extract

340B ID:
Entity Name:
Entity City:
Entity State: ALL
Pharmacy Name:
Pharmacy City:
Pharmacy State: ALL

☒ Look up
Output Type: ☐ Legacy Text File (Not Available after Jan 31, 2006)
☐ Enhanced Text File (Additional Contract Contact and Signing Information)

Advanced Query Options

☐ Before
Begin Date ☐ After
☐ Between

☐ Before
Terminate Date ☐ After
☐ Between

☐ Before
Most Recent Edit Date ☐ After
☐ Between

Step 1. Enter the following data (optional):

- 340B ID number
- Entity Name
- Entity City
- Entity State
- Pharmacy Name
- Pharmacy City
- Pharmacy State

Step 2. Select Output type (required):

- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):

- Contracted Pharmacy begin date
- Contracted Pharmacy termination date
- When Pharmacy record was edited

Step 4. Click Submit Query button to view results.

Viewing the Contracted Pharmacy Query Results

Output Type as Lookup displays electronic results.

Contracted Pharmacy Data Extract

4 record(s) found!

[Search Again](#)

Detail	Entity Name	Entity Sub-Division Name	Entity State	Pharmacy Name	City	State	Edit Date	Create Date
CH09303D	CLINICA ADELANTE	WICKENBURG	AZ	Bashas Store #55	Wickenburg	AZ	04/12/2004	07/01/2000
CH09303B	CLINICA ADELANTE	MESA	AZ	Bashas Store #84	Gilbert	AZ	02/12/2004	07/01/2000
CH09303E	CLINICA ADELANTE	TIDWELL FAMILY CARE CENTER	AZ	Saliba's Pharmacy	El Mirage	AZ		07/01/2000
FQHC638290	PASCUA YAQUI BEHAVIORAL HEALTH		AZ	TERRITORIAL DRUG CO., INC. DBA TOMBSTONE PHARMACY	TOMBSTONE	AZ	01/14/2005	04/01/2005

1. Click on any column heading to sort the data in that column (ascending order)
2. Click on the 340B ID number to view the contract detail page. (Example 2A below)
3. Click on the Pharmacy Name to view the detail page for only the selected Pharmacy. (Example 2B on next page)

Example 2A: View Detail on a Contract Look up

Contracted Pharmacy

Contracted Pharmacy Information	Contact Information
Pharmacy Name: SAMARITAN PHARMACY SERVICES Address: 3615 NW SAMARITAN DRIVE, SUITE 102 CORVALLIS, Oregon 97320	Name: Title: Phone: Fax: Email:

Contract Details	
Covered Entity Information	Contract Information
340B ID: CH101081A Entity Type: Consolidated Health Center Program Entity Name: BENTON COUNTY HEALTH DEPARTMENT Sub-Division Name: BENTON HEALTH CENTER SITE Grant/Provider Number: Participate: YES Start Date: 7/1/2004 Certification Date: Termination Date: Address: 530 NW 27TH STREET CORVALLIS, Oregon 97339-0579	Begin Date: 7/1/2005 Termination Date: Comments:
Covered Entity Contact Information Name: KEN MILLER Title: DEPUTY ADMINISTRATOR HEALTH FINANCE Phone: 541-766-6095 Fax: 541-766-6124 Email: ken.w.miller@co.benton.or.us	CE Signing Information Name: TOM EVERSOLE Title: HEALTH ADMINISTRATOR Date Signed: 6/27/2005 Phone: Email:
Covered Entity Contact Information Name: PENNY REHER, RPH Title: DIRECTOR OF PHARMACY Phone: 541-768-6177 Fax: 541-768-6662 Email: pennyr@samhealth.org	CE Signing Information Name: PENNY ELLINGS REHER, RPH Title: DIRECTOR OF PHARMACY Date Signed: 6/24/2005 Phone: Email:

Create User: Create Date: 7/1/2005 Edit User: Edit Date: 7/1/2005

[View Main Pharmacy Record](#) [View Covered Entity Record](#)

ContractDetail Includes:

- Pharmacy Name
- Pharmacy Address
- Pharmacy Contact
- 340B ID Number
- Covered Entity Name
- Sub-division Name
- Grant/Provider Number
- Relevant Dates
- Address
- Contract Information
- Entity Contact
- Signing Information

On the Contracted Pharmacy Detail screen:

1. View the Contracted Pharmacy Information
2. View detailed information on the Contract
3. View the Main Pharmacy record
4. View the Covered Entity record (Example 2C on next page)

Viewing the Contracted Pharmacy Query Results

Example 2B: View Detail on a Contract Look up

Contracted Pharmacy

Contracted Pharmacy Information				Contact Information			
Pharmacy Name: ADIRONDACK APOTH DBA SCHROON LAKE PHARM Address: 1081 MAIN STREET US RTE 9 SCHROON LAKE, New York 12870				Name: Title: Phone: Fax: Email:			

Contracts								
Detail	340B ID	Entity Type	Entity Name	Sub-Division Name	City	State	Begin Date	Termination Date
Detail	CH02179G	Consolidated Health Center Program	HUDSON HEADWATERS HEALTH NETWORK	WARRENSBURG HEALTH CENTER	WARRENSBURG	NY	01/01/2002	
Detail	CH02179J	Consolidated Health Center Program	HUDSON HEADWATERS HEALTH NETWORK	BROAD STREET HEALTH CENTER	GLENS FALLS	NY	01/01/2002	
Detail	CH02179K	Consolidated Health Center Program	HUDSON HEADWATERS HEALTH NETWORK	MOREAU FAMILY HEALTH CENTER	FORT EDWARD	NY	01/01/2002	

Contracted Pharmacy Detail Includes:

- Pharmacy Name
- Pharmacy Address
- Contact Information
- Contracts

View detailed information on Contracts (click detail) to display the contract specific details

Example 2C: View Covered Entity Record from Pharmacy Look up

Covered Entity

Covered Entity Information	
Entity Name: BENTON COUNTY HEALTH DEPARTMENT Sub-Division Name: BENTON HEALTH CENTER SITE Address: 530 NW 27TH STREET CORVALLIS, Oregon 97339-0579 Billing Address: 530 NW 27TH STREET CORVALLIS, Oregon 97339-0579 Additional Billing/Shipping Info: ONLY BILL TO CH1010810 AT ADMINISTRATIVE OFFICE, PO BOX 579, CORVALLIS, OR 97339-0579 Comments: NEW SITE 07/01/2004	

Shipping Addresses				
Address	Address (con't)	City	State	Zip
530 NW 27TH STREET		CORVALLIS	OR	97339-0579

Contracted Pharmacies								
Link to Pharmacy	Name	Address	Address (con't)	City	State	Zip	Begin Date	Termination Date
Link	SAMARITAN PHARMACY SERVICES	3615 NW SAMARITAN DRIVE, SUITE 102		CORVALLIS	OR	97320	07/01/2005	
Link	MELLEN ENTERPRISES DBA ALBRIGHT AND RAW DRUG STORE	259 SW MADISON STREET		CORVALLIS	OR	97333	09/01/2004	06/30/2005

340B Program Information	Covered Entity Authorizing Official
340B ID: CH101081A Entity Type: Consolidated Health Center Program Funding Streams: CH Participating: YES Participating Start Date: 7/1/2004 Termination Date: Grant/Provider Number: Medicaid Number: 320036 Alternative Methods: NO	Signed: Title: Date Signed: Phone: Email: Covered Entity Contact Information Name: TOM EVERSOLE Title: ADMINISTRATOR Phone: Fax: Email:

Create User: Create Date: 7/1/2004 Edit User: Edit Date: 7/1/2005

Covered Entity Detail Includes:

- Entity Name
- Sub-division Name
- Address
- Billing Address
- Shipping Address
- Comments
- Alternate Shipping Addresses
- Contracted Pharmacies
- 340B Program Information
- Authorizing Official
- Contact Information

On the Covered Entity Detail screen:

1. View the Covered Entity Information
2. View additional address information
3. View other Contracted Pharmacy records (click link to return to the primary Contracted Pharmacy record, Example 2B)
4. View 340B and Contact Information



Viewing the Contracted Pharmacy Query Results

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

	A	B	C	D	E	F	G	H	I
1	ID_340B	ENTITY_N	ENTITY_A	ENTITY_C	ENTITY_S	ENTITY_ZI	CP_NAME	CP_ADDR	CP_CITY
2	HM97	ALBANY F	47 NEW S	ALBANY	NY	12208	New York	1200 Pros	Westbury
3	HV05332T	SOUTHER	2100 MAD	GRANITE	IL	62040	MEDICINE	1704 N. IL	SWANSEA
4	RW110011	CALLEN-L	356 WEST	NEW YORK	NY	10011	CVS PRO	126 EIGHT	NEW YORK
5	FP693379	CHADRON	739 MORE	CHADRON	NE	69337	PETERSE	302 MAIN	CHADRON
6	CH091030	ASIAN HE	818 WEBB	OAKLAND	CA	94607	NEW OAK	333 - 9TH	OAKLAND
7	CH091160	SALUD PA	204 EAST	WATSON	CA	95076	Valle Ver	240 Green	Freedom
8	CH010570	EASTPOR	30 BOYNT	EASTPOR	ME	04631	Havey & W	63 Washin	Eastport
9	CH081100	SWEET M	419 PENN	CHINOOK	MT	59523	CHINOOK	224 PENN	CHINOOK
10	CH010380	REGIONAL	43 SOUTH	LUBEC	ME	04652	TREWOR	333 MAIN	CALAIS
11	CH010380	REGIONAL	43 SOUTH	LUBEC	ME	04652	Lubec Apo	43 Water S	Lubec
12	URB12040	URBAN IN	3124 INTE	OAKLAND	CA	94601	LA CLINIC	3451 EAS	OAKLAND
13	CH05099F	SOUTHER	1050 OLD	NEW RICH	OH	45157	NEIGHBO	12415 AUB	CINCINNA
14	CH06392B	LA FAMILI	2145 CAJA	SANTA FE	NM	87501	KIVA PHA	159 PASE	SANTA FE

Excel spreadsheet allows you to view and sort the Contracted Pharmacy data.

Contracted Pharmacy data in an Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Contract Contact and Signing information.



Using the Manufacturer Data Extract

The Manufacturer Tab

Manufacturer Data Extract

Label Code:

Manufacturer Name:

City:

State: ALL

Zip:

Contact Name:

☒ Look up

Output Type: ☐ Legacy Text File (Not Available after Jan 31, 2006)
☐ Enhanced Text File (Additional Contact and Shipping information)

Advanced Query Options

OPA Termination Date ☐ Before ☐ After ☐ Between

CMS Termination Date ☐ Before ☐ After ☐ Between

Signed Date ☐ Before ☐ After

Diagram annotations: A red box surrounds the input fields for Step 1. A purple box surrounds the 'Look up' radio button and 'Output Type' section for Step 2. A teal box surrounds the 'Advanced Query Options' section for Step 3. Arrows point from the text steps to these respective areas.

Step 1. Enter the following data (optional):

- Label Code
- Manufacturer Name
- City
- State
- Zip Code
- Contact Name

Step 2. Select Output type (required):

- Look up – electronic list
- Legacy Text File- basic text file in Excel
- Enhanced Text File- more detailed text file in Excel

Step 3. Select Advanced Query Options (optional):

- OPA Termination Date
- CMS Termination Date
- Date Manufacturer was signed

Step 4. Click Submit Query button to view



Viewing the Manufacturer Query Results

Output Type as Lookup displays electronic results.

Manufacturer Data Extract										
723 record(s) found!										
Search Again										
Label Code	Name	Contact	Address	City	State	SignedBy	OPA Term	CMS Term	Edit Date	Create Date
00089	3M PHARMACEUTICALS	COREBN PICKETT	3M CENTER BLDG. 275-3W-01	ST. PAUL	MN	COREBN PICKETT				
08065	PHARMACEUTICALS	COREBN PICKETT	BLDG 275-3W-01	ST. PAUL	MN	COREBN PICKETT				
63801	7 OAKS CORPORATION	JAMES NEGRON	161 HARRY STANLEY DRIVE	EASLEY	SC	JAMES NEGRON				
62211	A & Z PHARMACEUTICAL INC	RICHARD MONTALVO	180 OSER AVENUE	HAUPPAUGE	NY	RICHARD MONTALVO		01/01/2003		
00031	A. H. ROBINS COMPANY, INC.	CATHY BATTAGLIO	33 MOREHALL ROAD	FRAZER	PA	CATHY BATTAGLIO			06/26/2003	06/26/2003

1. Click on any column heading to sort the data in that column (ascending order)

2. Click on the Label Code number to view the Manufacturer detail page. (Example 3A below)

Example 3A: View Detail on a Manufacturer Look up

Manufacturer	
Manufacturer Information	Corporate Information
<p>Label Code: 62211</p> <p>MFG Name: A & Z PHARMACEUTICAL INC</p> <p>Sub-division Name:</p> <p>Address: 180 OSER AVENUE SUITE 300 HAUPPAUGE, New York 11788</p> <p>OPA Term:</p> <p>CMS Term: 1/1/2003</p> <p>Comments:</p>	<p>Signer: RICHARD MONTALVO</p> <p>Title:</p> <p>Phone: 631-952-3800</p> <p>Signed on: 10/16/1996</p> <p>Email:</p>
	Contact Information
	<p>Contact: RICHARD MONTALVO</p> <p>Title:</p> <p>Phone: 631-952-3800</p> <p>Fax:</p> <p>Email:</p>

Manufacturer Detail Includes:

- Label Code
- Manufacturer Name
- Manufacturer Address
- OPA Term
- CMS Term
- Comments
- Corporate Information
- Contact Information

Viewing the Manufacturer Query Results

Output Type as Text File (Legacy or Enhanced*) displays results in an Excel file.

	A	B	C	D	E	F	G
1	Label Code	Name	Sub-Division	Address Line 1	Address Line 2	City	State
2	55111	DR. REDDY'S LABORATORIES	ONE PARK WAY			UPPER MERIDEN	CT
3	68850	X-GEN PHARMACEUTICALS	744 BALDWIN STREET			ELMIRA	NY
4	61451	POLYMEDICA PHARMACEUTICALS	11 STATE STREET			WOBURN	MA
5	41701	STOLLE HEALTH & MEDICAL	6954 CORNELL ROAD			CINCINNATI	OH
6	67767	ABRIKA PHARMACEUTICALS	13800 NW 2ND AVENUE			SUNRISE	FL
7	58063	MGI PHARMA, INC.	5775 WEST SUITE 100			BLOOMINGTON	MN
8	64731	INTEGRITY PHARMACEUTICALS	5767 THUNDERBIRD			INDIANAPOLIS	IN
9	57895	THE BIOPRACTIC GROUP	99 BROADWAY			PHILLIPSE	NJ
10	115	GLOBAL PHARMACEUTICALS	CASTOR & KENSINGTON			PHILADELPHIA	PA

Excel spreadsheet allows you to view and sort the data.

Excel spreadsheet can be saved on your computer for future reference.

* The enhanced text file contains additional information which is not included in the legacy text file. This information includes: Additional Contact and Shipping information.

Download a Text File of the Whole Database

Daily Report Tab

Format:

Home	Covered Entity	Contracted Pharmacy	Manufacturer	Daily Report
7/15/2005 10:40:42 AM				
Description	File Name			
All Covered Entity Records	OPACE.2005.07.15.00.00.TXT	<input type="button" value="Get Legacy Report"/>	<input type="button" value="Get Enhanced Report"/>	
All Contracted Pharmacy Records	OPACP.2005.07.15.00.00.TXT	<input type="button" value="Get Legacy Report"/>	<input type="button" value="Get Enhanced Report"/>	
All Manufacturer Records	OPAMFG.2005.07.15.00.00.TXT	<input type="button" value="Get Legacy Report"/>	<input type="button" value="Get Enhanced Report"/>	

The Daily Report tab provides the option to select and run all available text file downloads. Select the daily report*, legacy or enhanced** text file download.

Excel spreadsheet allows you to view and sort the data. Excel spreadsheet can be saved on your computer for future reference.

*The daily report is updated each day.

** The enhanced text file contains additional information which is not included in the legacy text file.